

**PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Coordinator II, Maintenance and Transportation Services
CLASSIFICATION: Classified Management
REPORTS TO: Director of Operations

DESCRIPTION:

Planning and executing a variety of small to medium size construction projects; planning, organizing, and supervising the work of the maintenance staff (includes general and skilled maintenance) and transportation staff; support the development of multi-year maintenance plan. Ability to be both strategic and tactical (having a planning mindset and being hands on).

PERFORMANCE RESPONSIBILITIES:

- Develop, solicit, coordinate, and evaluate bid proposals for construction and maintenance projects and select vendors in coordination with the Director of Operations.
- Coordinate the repair and maintenance of mechanical, electrical, plumbing and structural systems of all District facilities.
- Be the focal point of contact with the maintenance and transportation teams, resolve issues, and ensure clear communications.
- Inspect District facilities to determine electrical, HVAC, carpentry, painting and mechanical maintenance needs. Supervise and ensure completion of annual FIT inspections.
- Utilize and maintain the District's work order system to receive and review requests, and establish priorities for general and emergency repair work.
- Follow through with work orders and projects in a timely manner and with urgency.
- Communicate the status of work orders and other repairs to management and stakeholders. Prepare reports to demonstrate the project status.
- Identify, evaluate and implement new ideas, technologies or process improvements to increase organizational efficiencies and cost savings
- Prepare cost estimates and maintain time, labor and materials records for projects as needed, both as a function of the District's automated work order system and/or manually as required.
- Provide input in the development of the District's preventive maintenance and repair budget.
- Adhere to State (DSA), County and District safety standards, procedures, legal requirements including but not limited to ADHERA Reports, IPM Plan, State Elevator Compliance, and CHP Transportation.
- Ensure the upkeep and availability of necessary equipment for the efficient and timely repair of District mechanical, electrical, plumbing and structural facilities repairs. Requisition, distribute and maintain inventory of necessary materials for all assigned work projects.

- Effectively communicate and maintain cooperative and collaborative relationships with those contacted in the course of work.
- Assist in the selection, orientation, supervision and evaluation of subordinate personnel
- Coordinate district vehicle fleet program, including maintenance of all legally required documentation, registration and other ownership certification, insurance and asset inventory information.
- Evaluate regulations and develops operational procedures, standards and programs to ensure safety and compliance of all student busing requirements.
- Train or oversee the training of employees in work procedures, safety practices, and monitors the operations of the radio.
- Train, supervise, and evaluate the performance of assigned staff including bus drivers; interviews and recommends selection of employees.
- Communicate with school site staff, administrators, and outside agencies, and parents to exchange information, coordinate activities and resolve issues, concerns and questions regarding transportation services, student behavioral problems and special accommodations for students.
- Coordinate repair and maintenance of grounds equipment, heavy equipment, vehicle fleet and other related maintenance equipment.
- Coordinate the inspection, testing and repair of districtwide intrusion and fire alarm systems, emergency communication systems, and other two-way communication devices.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Federal and State laws and local codes relative to construction projects and maintenance of plumbing, HVAC, carpentry, electrical, painting and other general construction work.
- The function, use and care of tools, equipment and materials used in the various trades involved in the maintenance of district facilities; safety program and practices.
- General construction and alteration practices and procedures; work order systems and their application to the effective completion of necessary repairs to district facilities.
- Principles, methods, materials, equipment and laws utilized in the Transportation and Security programs.
- Federal and State laws pertaining to the safe operations and maintenance of all vehicles operated on a public road or highway; laws pertaining to special education transportation.

ABILITY TO:

- Administer the District's mechanical, electrical, plumbing, and structural maintenance programs.
- Develop job standards to include a method of measurement to determine ability to maintain the standards; apply effective supervision techniques; apply problem solving processes and techniques; perform arithmetic calculations with speed and accuracy; establish and maintain cooperative relationships with those contacted in the course of work; and communicate effectively both orally and in writing.
- Administer the District's transportation and security programs; establish in-service training for staff and community in the operation of district transportation and maintenance vehicles.

TRAINING AND EXPERIENCE:

- Bachelor degree in a technical field or project management, or a technical certification with at least 6-8 years of related experience in lieu of a degree.
- Five years of increasingly responsible experience in the mechanical, electrical, plumbing and structural maintenance industries, preferably with a school district or closely related field.
- Five years of increasingly responsible experience in a lead or supervisory role.

TERMS OF EMPLOYMENT:

220 Days, Management/Confidential Salary Schedule

BOARD APPROVED:

April 22, 2020